

EDITING AN EVENT PAGE

- If you make a mistake when working with links, videos etc it is usually best to delete the whole sentence or section and start again. Otherwise, invisible bits of html code may get left behind preventing things from working properly.
- After making any change be sure to click all relevant 'Save' buttons, otherwise it will not take effect. You may need to scroll down to the foot of the page to find a 'Save' button.
- Make sure that changes look ok when viewed online and that links etc work properly. Ideally test on different devices (computer, tablet, smartphone etc).

1. Click 'Members login' at the foot of any page on the site.
2. Enter the username and password.
3. Click 'Login' to open the Dashboard.
4. On the Dashboard click the event name under 'Events' to open the editing window.

Main

Title, Event URL, Event type, Venue: Not normally necessary to edit these fields.

From/To: Enter start and end dates of event.

Description: Enter as much text as you like. Can include links and videos (see below). The first 15 words or so of the description will automatically appear wherever there is a link to the event elsewhere on the site. To make the most of them there's no need to repeat the name of the event.

Display order: Ignore.

Images

To add an image:

1. Click 'Manage Images' to open the main image editing window. Don't click 'Upload image' or 'Reset' yet unless you want to replace the image shown.
2. At the top left-hand corner of the page click 'New' to open 'New record' window.
3. Click 'Upload image' to open image selection window.
4. Click 'Browse' or 'Choose file' and find the image file on your computer that you want to upload.
5. Select the file you want and click 'Open' to return to the image selection window.
6. Click 'Upload'. Image cropping window opens. The cropping area can be moved or resized by dragging the corners with your cursor. The proportions cannot be changed.
7. When you are satisfied click 'Crop & save', then 'Finish'. If you want the new image to be the default one for the event check the 'Default' box.

8. Now click 'Save' at the bottom right-hand corner of the page. Don't forget or you'll have to start the whole thing again!

The new image should appear in the list at the top of the page. You can now add more images or close the page.


To change the default image: Select the image in the list and click 'Edit' at the top of the page. You can also alter the display order (the order in which it appears in the slideshow).

To delete an image: Select it in the list and click 'Delete' at the top of the page.

About images


- Images can be in jpg, gif or png format but not pdf.
- There is no limit to the number of images you can upload.
- The default image is the one that appears in links to the page elsewhere on the site. Also on special offers and announcements (unless a different image is uploaded).
- All the images (including the default image) are displayed in the slideshow on the left of the event page.
- Images are displayed in landscape format (3 x 2 ratio). You can upload a different-shaped photo but only part of it will be visible.
- Images should be as sharp as possible. They can be less than 500 px wide, but if they are too small or you crop them too much they will look blurred even if they were sharp to begin with.

Linking to an external site

1. Choose the link text. This can either be something in the existing text or you can add text, such as 'Click here for website'.
2. Highlight the text and click the 'Link' icon  on the toolbar to open the link window.
3. Enter the URL of the site or page you want and select 'http' or 'https' from the protocol drop-down menu.
4. Click 'OK'.


Linking to a PDF file

This is often the best way to display something like a programme of events or a poster. If the file is not in PDF format already it can easily be converted using one of the free file conversion sites on the internet.

1. Choose the link text. This can either be word(s) already in the description or you can add text, such as 'Click here for programme (PDF)'.
2. Highlight the selected text and click the 'Link' icon  on the toolbar to open the link window.
3. Click 'Browse server' to open the file selection window.
4. Click 'Browse' and find the PDF file on your computer.

5. Select the file and click 'Open' to return to the file selection window.
6. Click the file name or 'Upload' to return to the link window. The URL of the file should now be showing in the 'URL' field.
7. To make the file open in a new tab select 'Target' and 'New window'.
8. Double click 'Ok'.
9. Click 'Save' at bottom of the page.

Inserting a Youtube video

1. Open the video in Youtube.
2. Click 'Share'.
3. Click 'Embed'.
4. Highlight and copy all the code in the box.
5. Click the point in the description where you want the video to go (normally the beginning or end of a paragraph).
6. Click 'Embed media' icon  on the toolbar to open 'Embed Media' box.
7. Paste the code into the box.
8. Click 'Ok' then 'Cancel'.
9. Click 'Ok' to close the dialogue window.
10. Click 'Save' at bottom of the page.

POSTING AN ANNOUNCEMENT

Announcements appear on the rotating 'news slider' at the bottom of the homepage. The text has to be short enough to fit within the box.

Click 'Add announcement' on the Dashboard to open the editing window. (You can also create a new announcement by clicking an old one on the Dashboard and editing the details.)

Title: The title should not be longer than about 40 characters.

Dates: These are the publication and expiry dates of the announcement, not the dates of what you are announcing! By default announcements appear on the day they are posted and expire ten days later. If you wish you can enter different dates, provided the two are not more than ten days apart. After the end date the announcement is automatically removed from the site unless you renew it.

Image: The process is the same as for the event page except that there can only be one image. You are not obliged to add an image. If you don't the site will use the default image for the event.

Description: 220 characters maximum.

Published: This box must be checked if you want the announcement to appear on the site. Uncheck if you don't want it to appear for now.

When you are finished click 'Save' at bottom of the page.